

**STUDENT  
ORGANIZATION  
REGISTRATION  
HANDBOOK**

# TABLE OF CONTENTS

I.	DEFINITION OF STUDENT ORGANIZATION .....	1
II.	GENERAL POLICIES .....	1
III.	RECOGNITION .....	1
	A. General Information	
	B. Benefits of Being a Recognized Student Organization	
	C. Recognition Procedure	
IV.	MAINTAINING RECOGNITION .....	4
	A. Constitution Revisions	
	B. Organization Changes	
V.	DISCIPLINARY ACTION .....	4
VI.	REQUESTING FUNDS .....	5
	A. Fiscal Year Allocations	
	B. Reserve Fund Requests	
	C. Line-Item Requests	
VII.	APPENDICES .....	6
	A. Sample Constitution	
	B. Petition to Seek Recognition	
	C. Student Organization Registration Checklist	
	D. Recognized Student Organization (RSO) Registration Sheet	

## **I. DEFINITION OF STUDENT ORGANIZATION**

A student organization is one in which the members are currently enrolled students at Emporia State University and all executive officers of the organization are degree-seeking students. Only student organizations, when recognized by Associated Student Government, are eligible to request or receive allocated student monies.

## **II. GENERAL POLICIES**

- A. Any student club, group, or organization applying for recognition must read and understand the information in this handbook. If there are any questions as to the content of this handbook, please contact the Student Organizations & Activities office, 341-5481, or stop by the Student Organizations & Activities office off of the Main Lobby of the Memorial Union.
- B. The student organization must agree to accept any regulations and administrative procedures as may be necessary to protect the essential functions of the university, to allow an equitable sharing of time and space, and to assure the reasonable health and safety of the campus community.
- C. Recognition of a student group does not imply endorsement by the Associated Student Government of positions taken by the student organization.
- D. Responsibility for any actions which violate federal, state, or local laws or ordinances must be assumed by the individual groups, not by the Associated Student Government or Emporia State University.
- E. As a matter of policy, the Associated Student Government of Emporia State University refrains from attempting to control or sway the personal opinions or beliefs of students.
- F. The student organization must conform to the financial policies and responsibilities established by Associated Student Government.

## **III. RECOGNITION**

### **A. GENERAL INFORMATION**

To become a Recognized Student Organization (RSO) at Emporia State University, the organization must go through the Associated Student Government recognition process. This process will provide for better communication between the organization and the student body. It will also show that there is a genuine interest in the forming of this new student organization.

## **B. BENEFITS OF BEING A RECOGNIZED STUDENT ORGANIZATION (RSO)**

The official recognition of a student organization by the Associated Student Government grants to that organization the following privileges to:

1. Identify with the university as a student organization of Emporia State;
2. Be documented in the history of Emporia State University;
3. Schedule and use university property and facilities.
4. Request funding from Associated Student Government;
5. Set up a free checking account through the university Business Affairs office;
6. Be included in the university's recognized student organization directory, including potential member referral through the Student Organizations & Activities office;
7. Access the event advertising service of the Special Events Board Poster Route;
8. Communicate with other students and organizations through the Union Activities Council's *Morning Memo*;
9. Use an organization mailbox or desk space, depending upon availability, in the Student Organizations & Activities area;
10. Reserve and use audiovisual and electronic equipment free of charge from the Center for Educational Technology (CETech) contingent upon rules and availability; and
11. Reserve and use recreational/sports equipment free of charge from HPER dependent upon rules and availability.

## **C. RECOGNITION PROCEDURE**

The process of recognition for a student organization is a simple one. There are just a few steps that need to be completed to gain recognition from the Associated Student Government

STEP 1: The organization must show that there exists a definite interest for the proposed organization in the university community.

- A. A petition of twenty (20) Emporia State University printed student names and signatures and one (1) faculty signature requesting the formation of the new organization (Petition for in Appendix B).
- B. Ten (10) of the above students must be enrolled in a minimum of seven (7) credit hours for the current semester.

STEP 2: A proposed constitution must be drafted. Associated Student Government does not allow university facilities and resources to be used for clandestine purposes; therefore, each organization must include information in the constitution concerning the following:

- A. A clear statement of aims and functions.
- B. A list of all by-laws, policies and other regulations, including membership requirements
- C. A list of officers and duties, including their methods of selection and removal.
- D. Information about sources of financial support.
- E. In order to prevent illegal discrimination, the following paragraph must be included in all constitutions:
  - “No person shall, on the grounds of race, creed, color, national origin, religion, age, sex, sexual orientation, handicap, Vietnam Era Veteran status, or such other factors that cannot be considered lawfully, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity within this organization.”*

Social fraternities, including sororities, shall be exempt from the “sex” provision above pursuant to Title IX recommendations.

STEP 3: The organization must obtain one (1) faculty advisor.

- A. All persons who hold the rank of professor, associate professor, instructor, lecturer, or corresponding administrative rank shall be considered eligible to serve as advisors of student organizations (Classified employees are not eligible to serve as faculty advisors).
- B. The advisor must be present at all meetings and functions of the organization and assume partial responsibility for the student organization.

STEP 4: If and when the group has met all of the above requirements, the petition and constitution should be submitted to the Student Organizations & Activities office for consideration.

STEP 5: The Student Organizations & Activities office staff will review the constitution with a representative of the group and will make a recommendation to the Student Senate.

STEP 6: The Student Senate will make the decision of whether or not to recognize the student organization.

- A. A representative of the organization must be present at the Student Senate

meeting when their recognition is being considered.

- B. Any amendments made by the Student Senate to the constitution of an organization must be approved by the organization or the representative(s) present. If the organization disapproves recommended amendments, the recognition legislation will be referred back to the Senate Operations Committee.

## **IV. MAINTAINING RECOGNITION**

### **A. CONSTITUTION REVISIONS**

When a RSO wishes to revise its constitution, it is required to submit any revisions to the Student Organizations & Activities office. All updated constitutions of recognized organizations are kept on file in the Student Organizations & Activities office.

### **B. ORGANIZATION CHANGES**

1. At least once each academic year, a letter will be sent to each RSO requesting update information. This letter is mailed after the month of elections indicated by the RSO.
  - a) The attached Recognized Student Organization Registration Sheet must be completed.
2. The Recognized Student Organization Registration Sheet is also submitted for officer/advisor changes due to resignation or removal.
3. The completed registration form is to be returned to Campus Mailbox 4065 or dropped by the Student Organizations & Activities office off of the Main Lobby of the Memorial Union.
4. If a RSO fails to provide the requested information within three (3) weeks, the Student Organizations & Activities office staff shall make further inquiry as needed. If, at the end of two (2) additional weeks, the Student Organizations & Activities office staff has not received any information from the student organization, it shall assume that the organization has ceased functioning and a recommendation will be forwarded to the Student Senate to rescind the recognition of the student organization.

## **V. DISCIPLINARY ACTION**

- A. If a student organization engages in any of the following activities they can have disciplinary action brought against them by the Associated Student Government.

1. Violations of rules or policies of Associated Student Government or Emporia State University.
  2. Violation of conditions of recognition.
- B. The Senate Operations Committee shall recommend to the Student Senate what, if any, penalties shall be assessed.
1. Any penalty may be appealed to the Student Senate. The appeal must be in writing, stating the grounds for the appeal, and be presented to the president of the Student Senate within ten (10) days of the action taken by the Senate Operations Committee.

## VI. REQUESTING FUNDS

There are three (3) types of funding your organization can request from Associated Student Government:

### A. FISCAL YEAR ALLOCATION

This request is usually handled early in the spring semester for funding for the next fiscal year. Only RSOs which are not currently receiving funding from their own line-item source can submit a request for funds that the Associated Student Government Finance Committee allocates from the portion received from student fees.

### B. RESERVE FUND REQUEST

This request is brought to the Finance Committee by a newly recognized organization, an organization that failed to request an allocation for the current fiscal year, or an organization that has had an opportunity arise which the organization wishes to take advantage of that adheres to finance guidelines. The reserve fund is to assist an organization for the current fiscal year but has a limited amount available. To assist student organization officers in the request procedure, the Reserve Fund Request form may be picked up in the Student Organizations & Activities office and should be returned no later than six (6) weeks prior to the date the funds are to be used.

### C. LINE-ITEM REQUEST

RSOs and University departments may request funding, whether it is an initial creation of a line-item or changing current funding levels, from a line-item designation. A line-item is a compulsory contribution of monies required of each ESU student for the support of University programs and services. The line-item process is announced during the fall semester for funding beginning the next fiscal year.

# APPENDIX A

# SAMPLE CONSTITUTION

## CONSTITUTION OF \_\_\_\_\_ EMPORIA STATE UNIVERSITY

### ARTICLE I

#### Name, Purpose & Membership

- Section 1. The name of this organization will be \_\_\_\_\_ of Emporia State University.
- Section 2. The purpose of \_\_\_\_\_ shall be:  
2.1  
2.2
- Section 3. Membership
- 3.1 Membership in this organization is open to all students of Emporia State University.
- 3.2 No person shall, on the grounds of race, creed, color, national origin, religion, age, sex, sexual orientation, Vietnam Era Veteran status, or such other factors that cannot be considered lawfully, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity within this organization.

### ARTICLE II

#### Officer Qualifications, Designations & Duties

- Section 1. All officers must be degree-seeking students of Emporia State University.
- Section 2. The Executive Council shall consist of the following:  
2.1 President  
2.2 Vice-President  
2.3 Secretary  
2.4 Treasurer
- Section 3. The purpose of the Executive Council:  
3.1 Shall be the planning and legislative body.  
3.2 Shall fulfill the policies enacted by this organization.  
3.3 Shall have the power to initiate programs and activities for all members.  
3.4 Shall have the power to direct grievances and resolutions to the members.

- Section 4. Duties of the president:
- 4.1 Preside at and conduct all meetings.
  - 4.2 Shall act as the official host and representative of this organization in campus functions.
  - 4.3 Shall be responsible for implementing legislation enacted by the organization.
  - 4.4 Shall be responsible, with the consultation of the Executive Council, to see that this constitution is adhered to.
  - 4.5 Shall have the power to call emergency meetings when necessary.
  - 4.6 Shall turn in an officer update sheet to Associated Student Government Senate Operations Committee Chair after each election.
- Section 5. Duties of the vice-president:
- 5.1 Shall fulfill the duties of the president as stated in Section 3 during the absence of the president.
  - 5.2 Shall oversee the committees of this organization.
- Section 6. Duties of the secretary:
- 6.1 Shall be responsible for maintaining accurate minutes of all meetings.
  - 6.2 Shall be responsible for correspondence to other organizations and individuals.
  - 6.3 Shall be responsible for maintaining an accurate record of member attendance at all meetings.
- Section 7. Duties of the treasurer:
- 7.1 Shall keep a record of finances of this organization.
  - 7.2 Shall be responsible for collecting the stated dues from each member.
  - 7.3 Shall give a financial report at each meeting.

### **ARTICLE III**

#### Election Rules & Regulations

- Section 1. Election of officers will be held on a semesterly basis.
- Section 2. The offices of president, vice-president, secretary, and treasurer will be elected each April and November.
- Section 3. This election will utilize a written ballot, with a simple majority determining the winner.

**ARTICLE IV**  
Removal & Succession

- Section 1.           Removal
- 1.1       Violation of or disregard for any part of this constitution or the organization shall be grounds for removal charges against any of the elected officers.
  - 1.2       The general membership shall vote on the removal resolution.
  - 1.3       Removal shall be accomplished by a 2/3 majority of those members present.
  - 1.4       Removal proceedings may be initiated by any voting member.
- Section 2.           Succession
- 2.1       In the event of removal, resignation, or vacancy of any elected officer, a special election shall be held to fill that position.

**ARTICLE V**  
Finances

- Section 1.           Dues will be collected from each member at the beginning of each fall semester.
- Section 2.           The purpose of said dues shall be to provide funding for the sponsoring of events, programming, promotions of the organization, and social activities.

**ARTICLE VI**  
Amendments

- Section 1.           Any amendment to this constitution must be approved by a 2/3 majority vote of those members present and voting.
- 1.1       Any amendment(s) must be reviewed by the Student Organizations & Activities staff for submission to the Associated Student Government Student Senate to become a part of the recognized student organization's official constitution.

**DATE APPROVED**

# APPENDIX B

## PETITION TO SEEK RECOGNITION

We, the undersigned Emporia State University students, in order that the student organization to be known as \_\_\_\_\_ may seek recognition from the Associated Student Government do lend our names and signatures to this petition.

Printed Name	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

As a faculty member of Emporia State University, I agree to advise the above named student organization.

_____	_____
Printed Name	Signature

---

Department

---

Phone Extension

---

Date